City of Shakopee
POSITION DESCRIPTION

TITLE:	Senior Planner – Long Range & Parks
DEPARTMENT:	Planning & Development Department
CLASSIFICATION:	Coordinator
REPORTS TO:	Director of Planning and Development
STATUS:	Full-Time, Exempt
PAY GRADE:	180
LAST REVIEWED:	02/27/2023

SUMMARY
Senior, professional planning position requiring thorough knowledge of and experience applying planning concepts, principles, and techniques including comprehensive planning, zoning ordinances, environmental review processes, transportation and park planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Updates and maintains the City's Comprehensive Plan including submitting updates to the Metropolitan Council for approval.
- Works directly with the Metropolitan Council staff and board, Scott County and with adjoining jurisdictions on Comprehensive Planning issues
- Updates and maintains the City's website on the Comprehensive Plan including modifying maps as necessary to reflect land use changes.
- Represents the City when seeking input on Comprehensive Planning issues and concerns including through community outreach, workshops, public forms, and events.
- Creates strategies and implements community engagement on parks, playground, and recreation opportunities.
- Prepares and presents recommendations to multiple boards and commissions (primarily the Planning Commission, Parks & Rec Advisory Board and City Council) on issues affecting land use, community facilities, housing, the environment, transportation, parks and public utilities to assist in the guiding and control of community development and renewal.
- Reviews and recommends park locations throughout the city.
- Manages consultants on park design and with Public Works and outside Construction Manager at Risks firms on construction and implementation.
- Researches, reviews and prepares proposed amendments in zoning and other related codes.
- Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.
- Represent City of Shakopee Planning Department at SCALE Technical Team Meetings, MVTA and other inter-governmental meetings.
- Compiles and analyzes data on economic, social and physical factors affecting land use and prepares or requisitions graphic and narrative reports on data.
- Prepares statistical tabulations, computations, charts and graphs to illustrate plans and studies in areas such as population, housing, neighborhood planning, transportation and land use.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
- Knowledge of modern principles and methodology of urban planning and parks planning.
- Knowledge of local, state, and federal laws and regulations pertaining to land use planning and development.
- Knowledge of and ability to use GIS applications to generate maps and modify existing files and databases.
- Experience in building and maintaining relationships with the community.
- Experience in implementing complex construction projects like park developments or streetscapes.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read, analyze and interpret professional journals, governmental regulations and legal documents.
- Ability to write reports, memos and business correspondence using proper spelling, grammar and

punctuation.
- Ability to effectively present information and respond to questions from colleagues, elected and appointed officials and the general public at customer counter and public meetings outside of regular business hours.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use and interpret a variety of land use related aerials, maps and site plans; geographic information systems (GIS) data; and a variety of land use and demographic data.
- Ability to use common Microsoft Office programs, Adobe Creative Suite, survey tools like Social Pinpoint and ESRI products and agenda software.
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to work with the public in a friendly, tactful manner.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in geography, planning, urban planning, landscape architecture or a closely related field, plus six years of local government or professional planning experience and a valid driver's license. A Master's degree may substitute for an additional three years of valid experience. Must be AICP certified or be a licensed Landscape Architect or Architect at the time of hire or within one-year of employment and maintain certification/and or licensure on an ongoing basis.

Desirable Qualifications

Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

INTERNAL/EXTERNAL CONTACTS
- Daily contact with Administrative Department and other departmental staff.
- Daily contact with outside consultants working on parks projects or environmental reviews.
- Daily contact with the public.
- Weekly contact with representatives from other agencies (Shakopee Public Utilities, Scott County, Met Council, MnDNR, Shakopee Mdewakanton Sioux Community, watershed districts, transit agencies, and other utility companies.
- Regular interaction with Department Heads to provide support and assistance.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. The employee is occasionally required to make site visits, resulting in occasional exposure to seasonal weather conditions, a variety of terrains, nearby traffic, animals and construction noise/dust. <u>This is not a remote position.</u>

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB
- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.